

~~CONFIDENTIAL~~

31 March 1964

MEMORANDUM FOR THE RECORD

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1. A meeting between C&TA Br. representatives, Messrs. [REDACTED] and [REDACTED] and ADPD representatives, Messrs. [REDACTED] and myself was held Wednesday, March 25, 1964, for the purpose of setting a definite date for the conversion of the C&TA Br. payroll procedures to the new 501 System procedures.
2. It was mutually agreed that the change would be effective May 1, 1964, for the monthly rolls and May 10, 1964 for the 4-week rolls. By establishing these dates, it will give C&TA Br. time to conduct training courses on the new procedures and new transaction codes and ADPD time to finish "debugging" its programs wherever necessary.
3. The following target dates were agreed upon by Mr. [REDACTED]
 - (a) C&TA Br. will "cut off" pay period No. 6 for the 4-week rolls one day early -- the data to be in ADPD hands by five p.m., May 6, 1964.
 - (b) ADPD will furnish by noon, May 12, a normal pay listing to C&TA Br. for review.
 - (c) C&TA Br. will have any adjustments back to ADPD by five p.m. May 15, 1964.
 - (d) ADPD will check with Office of Personnel in efforts to firm up an effective cut off date and advise C&TA Br. of this date for pay periods for new procedures.
 - (e) ADPD set a target date of May 19 to furnish C&TA Br. with a complete set of PCN's after the payrolls have been converted and balanced.
 - (f) The new procedure for the PSI's initial information will be prepared by ADPD and sent to C&TA Br. at the beginning of pay period No. 7. C&TA Br. will feed data back as required.
4. The need for dual payrolling procedures was discussed. It was agreed that a dual system would be operated for two pay periods. After pay period No. 7 is balanced out and it is determined that the new procedures are processing transactions correctly, the dual system for pay period No. 8 will be stopped.

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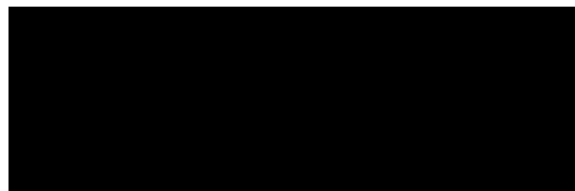
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5. Mr. [REDACTED] if they had any question regarding the C&TA Br. proposed procedures. A negative answer was given by ADPD representatives.

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CONCUR:

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[REDACTED]
Compensation and Tax Accounts Branch

31 March 1964
Date

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[REDACTED]
Automatic Data Processing Branch

7 April 64
Date

Distribution:

- Orig. - D/Fin
- 1 - C/C&TAB
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9 MAR 1964

MEMORANDUM FOR: Director Of Finance

SUBJECT : Storage of Individual Earnings' Records - Record Center

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1. A study has been made of the procedures used in the preparation for and subsequent storage of Individual Earnings' Records at the Record Center as per the request of Mr. [REDACTED]. The following information was developed:

- A. Individual Earnings' Records (IERs) are maintained on magnetic tape by the 501 system for vouchered funds in employee number sequence. Once a year, the record is printed out for the purpose of placing it in the Record Center. This data is maintained in the Record Center for 56 years in accordance with Government Services Regulation No. 3, Appendix No. B, General Records Schedule No. 2, dated 8 October 1956. This regulation recommends that the IERs be filed in alphabetical sequence.
- B. The IERs for 1963 have been printed by ADPD and are now in the hands of the Fiscal Division for forwarding to the Records Center. However, under present procedures before the IERs can be forwarded to the Record Center, the following action must be taken by the Fiscal Division:
 - (1) Current procedures require the IERs to be alphabetized. Alphabetizing has been accomplished manually in the past; also, a shelf listing must be prepared by a typist. It is estimated that there are approximately 14,000 names to be alphabetized and then typed on the shelf list.
 - (2) We have reviewed the manpower requirements needed to do the above job and estimate the time required to be 320 man-hours. This estimate is based a great deal on last year's requirements and over half of last year's hours were on overtime as per Fiscal Division's records.
 - (3) I have checked with Mr. [REDACTED] of ADPD as to what kind of a job this would be to alphabetize the IERs, reprint and prepare the shelf listing. Mr. [REDACTED] estimated it would require approximately 14 to 16 hours to alphabetize the IER record, approximately 10 to 12 hours to reprint, and 1½ to 2½ hours to prepare shelf listing. He did not consider cost of paper on reprint which would be considerable.

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2. I have worked with Mr. [REDACTED] in efforts to develop a simpler way of filing IERs at the Records Center yet have a shelf list that would permit ready access to IERs. Attachment "A" is a procedure we developed and is submitted for your approval.

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